

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100070002-4

12.03-56

RECORDS MANAGEMENT PROGRAM *June 56*

RECORDS CONTROL SCHEDULE
FOR THE

Legislative Counsel



SCHEDULE NO.

CONCURRENCE

25X

OFFICE, DIVISION, BRANCH		SIGNATU	TITLE
ODCI - INSPECTOR GENERAL - LEGISLATIVE COUNSEL		<i>Legislative Analyst 1 June '56</i>	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
5	SUBJECT FILE Consists of correspondence, house reports, bills, resolutions, and other papers pertaining to legislation affecting the Agency; also letters to members of Congress pertaining to individuals sponsored by Congressmen, suggestions for Agency intelligence coverage and other liaison activities with members of Congress. Filed alphabetically by subject or by name of Congressman. (1946-1956)	7.0	Permanent. Disposal not authorized. Cut off file at the end of each Congress; retire to the Records Center two years thereafter.
6	CONGRESSIONAL COMMITTEE FILE These are case files containing correspondence, reports, and other papers pertaining to Senate and House Committee debates, hearings and testimony on bills and legislative programs of interest to the Agency. File also includes requests for the transmittal of Agency reports and information to the Committees. Filed alphabetically by name of Committee. (1947-1956)	4.0	Permanent. Disposal not authorized. Retain in current files area indefinitely.
7	LEGISLATION FILE Consists of House and Senate Bills, Resolutions, Reports, Concurrent and Joint Resolutions, with related correspondence and comments. Maintained for ready reference to new and proposed legislation of interest to the Agency. Filed alphabetically by subject.	6.0	Permanent. Retire at end of each Congress, except that legislation which is pending or still of interest to the Staff.

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8	<p>CONVENIENCE FILE (READING)</p> <p>Extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1954-1956)</p>	1.4	<p>Temporary. Destroy when two years old. Cut off at the end of each year; destroy 2 years thereafter.</p> <p>SECRET</p>
9	<p>JOURNAL OR DIARY FILE</p> <p>A summarized record of daily events, conversations, and activities. Filed chronologically. (1954-1956)</p>	2.6	<p>Permanent. Disposal not authorized. Cut off at the end of each year; transfer to the Records Center 2 years thereafter.</p>
10	<p>APPLICANT CARD FILE</p> <p>Consists of a 5 x 8 card record on each applicant for Agency employment who has been sponsored by a member of Congress. Card contains a summarized account of each case and is used as a tickler file. Filed alphabetically by surname.</p>	4.0	<p>Temporary. Destroy when obsolete or no longer needed for reference purposes.</p>
11	<p>DISTRIBUTION CONTROL FILE</p> <p>Consists of a 5x8 card record giving the list of individuals to whom distribution of Congressional hearings, reports, etc. should be made. Filed by name of Committee or report.</p>	.5	<p>Temporary. Destroy when obsolete or superseded.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
12	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100070002-4</p> <p>REFERENCE PUBLICATIONS</p> <p>These are extra copies of Public Laws, Congressional Registers, Digests of Congressional Bills, N.S.A. Act, CIA Act, and other publications which are used for reference purposes.</p>	3.0	<p>Temporary. Destroy when superseded or no longer needed for reference purposes.</p> <p><i>Legislative Counsel Transferred to General Counsel 9/9/57.</i></p> <p><i>See Notice</i></p> <p><i>116157</i></p>

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Legislative Counsel
transferred to
General Counsel
Sept 1957

See Gen Counsel for
latest schedule.

R.D.
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